

29 September 1970

MEMORANDUM FOR: Acting Chief, SSS

SUBJECT : Interim Report on RAB Reports Inventory

INTER AGENCY REPORTS

- |   |            |
|---|------------|
| 1. Agency Vital Records Protection Status to National Archives. | GSA Annual |
| 2. Annual Summary of Records Holdings                           | GSA Annual |

RECORDS ADMINISTRATION INTERNAL REPORTS

- |   |             |
|---|-------------|
| 3 1. Budget and Program Call to C/SSS   | Annual      |
| 4 2. Records Management Program Report to C/SSS                                 | Semi-Annual |
| 5 3. Records Management Board Report to Executive Director Comptroller          | Semi-Annual |
| 6 4. Forms Management Activities Computer Reports to C/RAB                      | Monthly     |
| 7 5. Forms Management Status Reports to C/RAB (Four different computer reports) | Quarterly   |
| 8 6. Forms Management Status Reports to RMO's                                   | Quarterly   |
| 9 7. Annual Records Inventory to C/RAB  | Annual      |
| 10 8. RMO Conference Report to C/RAB  | Semi-Annual |

RECORDS CENTER REPORTS

- |   |             |
|---|-------------|
| 11 9. Activity Report and Status to C/RAB       | Monthly     |
| 12 10. Six-Month Activity Recap Report to C/RAB | Semi-Annual |
| 13 11. Fiscal Year Total Recap Report C/RAB     | Annual      |
| 14 12. Statistical Report to Records Mgt. Board | Quarterly   |

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Rough drafts  
of reports  
inventory for RAB

10/9  
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INTER AGENCY REPORTS

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|---|------------|
| 1. Agency Vital Records Program Report to National Archives | GSA Annual |
| 2. Agency Records Holding Report to National Archives       | GSA Annual |

RECORDS ADMINISTRATION INTERNAL REPORTS

- |   |              |
|---|--------------|
| 1. Budget and Program Call to C/SSS   | Annual       |
| 2. Records Management Program Report to C/SSS                                 | Semi-Annual  |
| 3. Records Management Board Report to Executive Director Comptroller          | Semi-Annual  |
| 4. Vacation Schedules Report to C/SSS   | Semi-Annual  |
| 5. Consolidated Charity Drive Reports to Admin. Off/SSS                       | Weekly/1 mo. |
| 6. Bond Drive Reports to Admin. Officer/SSS                                   | Weekly/1 mo. |
| 7. Forms Management Activities Computer Reports to C/RAB                      | Monthly      |
| 8. Forms Management Status Reports to C/RAB (Four different computer reports) | Quarterly    |
| 9. Forms Management Status Reports to RMO's                                   | Quarterly    |
| 10. Annual Records Inventory to C/RAB   | Annual       |
| 11. RMO Conference Report to C/RAB  | Semi-Annual  |

RECORDS CENTER REPORTS

- |  |             |
|--|-------------|
| 12. Activity Report and Status to C/RAB  | Monthly     |
| 13. Six-Month Activity Recap Report to C/RAB   | Semi-Annual |
| 14. Fiscal Year Total Recap Report C/RAB   | Annual      |
| 15. Statistical Report to Records Mgt. Board   | Quarterly   |
| 16. Machine Listings of Records Stored to RMO's  | Quarterly   |
| 17. Suitland Status and Activity Report to C/A&RC  | Monthly     |
| 18. Work Sheets to C/A&RC (Archives, Vital Records, Reference, Accessions Sections and Suitland) | Daily       |

~~19. Total Visitors phone Report to C/SSS~~ Monthly

Chief, Records Administration Branch

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DDS/SSS/RAB [redacted] id (24 Sept. 70)

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Records Administration Branch Reports

External

- 1/ Report to National Archives on Vital Records annually
2. Report to National Archives on Agency Records Holdings annually

Internal

1. Program Call to C/SSS annually
2. Records Management Program accomplishments to C/SSS semi annual
3. Records Management Board to ExDir-Comptr semi annual
4. Vacation Schedules to C/SSS semi annual
5. Consolidated Charity Drive to Admin Officer/SSS weekly for 1 month
6. Bond Drive to Admin Officer/SSS weekly for 1 month
7. Records Center Monthly Activity to Ch/RAB monthly
8. Records Center Statistical rept to Records Mgt Board and component Records Management Officers quarterly
9. Records Center activities to Ch/RAB semi annual
10. Forms Management receives monthly actions from OCS monthly
11. Forms Mgt status report (4 types of machine listings from OCS) quarterly
12. Annual Records Inventories from Records Officers in all components to Ch/RAB annually
13. Conference Report to Ch/RAB annually

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INTER AGENCY REPORTS

1. Agency Vital Records, <sup>Protection Status</sup> ~~Program~~ Report to National Archives GSA Annual
2. Agency Records Holding Report to National Archives <sup>Annual Summary of Records Holdings</sup> GSA Annual

RECORDS ADMINISTRATION INTERNAL REPORTS

1. Budget and Program Call to C/SSS Annual
2. Records Management Program Report to C/SSS Semi-Annual
3. Records Management Board Report to Executive Director Comptroller Semi-Annual
4. ~~Vacation Schedules Report to C/SSS~~ Semi-Annual
5. ~~Consolidated Charity Drive Reports to Admin. Off/SSS~~ Weekly/1 mo.
6. ~~Bond Drive Reports to Admin. Officer/SSS~~ Weekly/1 mo.
7. ~~Forms Management Activities Computer Reports to C/RAB~~ Monthly 4
8. ~~Forms Management Status Reports to C/RAB (Four different computer reports)~~ Quarterly 4
9. ~~Forms Management Status Reports to RMO's~~ Quarterly
10. ~~Annual Records Inventory to C/RAB~~ Annual
11. ~~RMO Conference Report to C/RAB~~ Semi-Annual

12. Activity Report and Status to C/RAB Monthly
13. Six-Month Activity Recap Report to C/RAB Semi-Annual
14. Fiscal Year Total Recap Report C/RAB Annual
15. Statistical Report to Records Mgt. Board Quarterly
16. Machine Listings of Records Stored to RMO's Quarterly
17. Suitland Status and Activity Report to C/A&RC Monthly
18. ~~Work Sheets to C/A&RC~~ Daily
19. ~~(Archives, Vital Records, Reference, Accessions Sections and Suitland)~~
20. ~~Total Visitors phone Report to CO/WTC~~ Monthly

STATINTL

Chief, Records Administration Branch

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**SECRET**

*(When Filled In)*

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**RECORDS SURVEY WORK SHEET**

OFFICE, DIVISION, BRANCH, SECTION		LOCATION
NAME OF FILE	CUSTODIAN	
DESCRIPTION <i>(Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)</i>		

FILING ARRANGEMENT						INCLUSIVE DATES	
SIZE OF RECORDS	LEGAL	LETTER	OTHER <i>(Specify)</i>			LINEAR FEET	
	3" X 5"	5" X 8"					
EQUIPMENT OCCUPIED BY RECORDS	SAFE	CABINET	OTHER <i>(Specify)</i>			NO. OF DRAWERS	
	LEGAL	LETTER					

REMARKS

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